

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR BUSINESS SYSTEMS ANALYST  
(Contracts Administrator/Manager)

**CITY:** San Francisco

**JOB REQUISITION:** 2287

### OVERVIEW

The Senior Business Systems Analyst - Contracts Administrator/Manager position in the Information Services Division of the Administrative Office of the Courts (AOC) will, under supervision, negotiate, analyze, and administer information technology contracts for the AOC. The position provides full contract administration support for the AOC managed services contract with the California Courts Technology Center provider (CCTC). The position may support other project teams with requests for proposal, statements of work, and contracts, and performs related work as assigned.

### RESPONSIBILITIES

- Serve as the designated subject matter expert for the AOC managed-services contract at the CCTC.
- Act as liaison between the CCTC services provider, and appropriate AOC divisions, relating to contract questions.
- Oversee the CCTC managed-services contract activities, including the change management process to ensure conformance to AOC policies, contract obligations, and best practices.
- Support AOC management with their negotiation, analysis, and risk assessment activities, primarily with CCTC, but as needed on other contracts.
- Validate and process monthly invoices for the managed-services contract. Monitor and resolve open invoice items through closure.
- Monitor and report to the management team the status and progress of any contract disputes.
- Lead the activities supporting the division's contract renewal process including, but not limited to, a full review of the prior contract documentation, amendments to identify gaps, weaknesses and ambiguities.

Work occasional evening and weekend hours.

### QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, public or business administration and three years experience in business or systems analysis, design, operational or system documentation, and workflow analysis/process re-engineering. Experience negotiating, analyzing and administering information technology contracts for federal or state government agencies. (Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.)

### OR

One year as a Business Systems Analyst with the judicial branch in information systems.

**Knowledge of:**

- Contracting regulations, techniques, concepts and practices.
- Advanced communication and negotiation skills.

**Ability to:**

- Apply advanced knowledge of contracting regulations, techniques, concepts and practices in complex contracts.
- Work in a matrix management structure.
- Prepare and manage contracts for systems products and services.
- Track invoices and payments, to closure.
- Work with CCTC and AOC staff to mediate and resolve contract and billing issues.
- Report contract issues to AOC management in a timely manner.
- Prepare effective written materials for purposes of user and process documentation.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately, this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Info Systems & Technology", and search for Job Req. #2287, Sr. Business Systems Analyst.

**OR**

To obtain a printed application, please visit:

**Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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**PAY AND BENEFITS**

**SALARY RANGE FOR POSITION:** \$6,419 to \$7,802 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**